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MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of the Operating Division Training Officers' Meeting  
on 18 November 1955

*CR  
Ann as  
Elaine  
Helen  
Audrey - file*

1. Attendance:



2. Registration in World Communism Course: [redacted] OTR, was unable to be present. Discussion of this item was postponed.

3. Management Training: [redacted], Chief of Management Training, briefly summarized the courses under his supervision, namely: Basic Management and Basic Supervision. The former course, aimed primarily at the Branch Chief, is available to personnel above and below that level. Each successive course is offered to specified groups, for example, GS-12 through GS-14, so that supervisors of a given general level of responsibility work together. The major elements of the course are: general analysis of management responsibilities in the Agency and some insight into those of industry; current doctrine; discussion of techniques in use Agency-wide; and group analysis of problem situations existent in individual situations, with opportunities to work out solutions. The course is given in half-day sessions, covering a two-week period so that trainees are able to make ready application of ideas and theories learned in the classroom.

Basic Supervision is primarily for persons from all major components at all grades (GS-5 to GS-14), who are directly responsible for personnel at the first working level. The course places chief emphasis on problems of person-to-person relationships, training, leadership and discipline. Selected aspects of organization, planning and control are dealt with briefly. The course content includes: reading, lectures and group discussions of problem cases. The students are guided in applying basic principles of management to situations in which they are working.

[redacted] recommended the training for any personnel who are working in a management capacity, saying that the general comments have been that the courses were extremely helpful.

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3. Crypto training: [ ] described the procedures for making application for Commo training. Requests should be made on Form 104, "Request for Staff Cryptographic Training". The form should be submitted in duplicate through Division and Staff Training Officers, to Room 2022 "I" Bldg., Attention: Registrar, at least 3-4 weeks in advance of beginning date for training to enable clearance by Security Office. Area Divisions are responsible for preparation of travel orders, which the trainee will bring with him when he reports for his briefing. Commo will then forward them to the training site which is located away from the Hdq. area. Quarters and meals are furnished, consequently no per diem will be expected.

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A three-week cryptographic training course is given by Commo every four weeks. The first week covers the essentials of the Agency method, i.e., substitution; second week, practice; third week, half devoted to learning 3-letter combinations, half to tests and review. The next course will be 3 January 1956, to be followed by one beginning 30 January; 27 February, etc.

There is also a three-day briefing course given the third Monday of each month at Hdq for senior officials (Chiefs of Stations, branch chiefs, etc.) who need only a knowledge of crypto work. It should be emphasized, however, that this is for orientation purposes only and is not designed for personnel with crypto duties. Application for crypto briefing is made on Form 104 also. Briefings are scheduled for the near future on 12 December 1955, 16 January 1956, and 20 February 1956.

4. CE Training: [ ] CI Staff, talked briefly on the CE training situation. He said the final draft stating CE requirements would be ready by 21 November. It is being suggested that the CE training staff have two full-time instructors, experienced in both Hdq and field operations. Plans are tentative for a new four-week CE Operations course beginning 19 March 1956, as well as a three-day briefing for those who require a basic knowledge of CE, but do not need specialized instruction. A report will be made to Training Officers when the plans are firmer.

[ ] invited cooperation in obtaining good CE material which could form the nucleus of a manual.

5. Staybehind Course: The Chairman stated that unless enrollments increased for the Staybehind course scheduled 5-22 December it would be cancelled. Future runnings of the course are scheduled for 6-24 February 1956 and 9-27 April 1956. Suggestions were made to C/CSTC that there should be better scheduling of the course, also a study made of the syllabus to see how the course could be improved. The Chairman said that he will act on this, and report his findings at a future meeting.

6. Evaluations for TSS training: [ ] announced that in the future the TSS training staff would not make evaluations on courses except those where learning a technique was involved, i.e., [ ] Secret Writing, [ ] and photography. In the case of other courses such as Police Science where the student need only to attend lectures, records of attendance will be kept and periodic reports of

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completion sent to the Training Officers.

25X1 7. Requests for training materials: [ ] reminded Training Officers of [ ] which cover procedures for requesting training materials. All requests should be channeled through the Senior Staff Training Officers.

8. Scheduling training for returnees: This item was deferred.

25X1 9. Agency Training Policy: The Chairman called attention to the Agency Training Policy [ ] dated 29 October 1955) and reiterated that 5% of every component should be in training at all times.

10. The Chairman announced that the PP Senior Staff Training Office has merged with the PP Career Service Board and PP/Admin to form a new Division known as Support, to be headed by [ ] and that henceforth the symbol in use for all purposes will be PP/SUP/TR. The address (2403 K Bldg.) and the telephone extensions [ ] remain the same.

11. Mr. Thompson, SSA/DDS, stated that he thought supervisors should stress language training more, but to impress upon students that upon registering for a course they are expected to apply themselves. There have been many registrations but the percentage of absenteeism and of those not completing training are too high. The Chairman said he would recommend procedures to help remedy this problem.



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